

INSTRUCTIONS FOR CWF VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT REQUEST AND PERSONAL VEHICLE MILEAGE LOG

Instructions: Please complete this form for each month that you incur travel expenses during the performance of your volunteer activities. Return it to your assigned Region Coordinator by the 5th of the following month. Late reports will not be processed until the following month's reporting cycle, and may delay payment. This form can be completed electronically using Excel, or done in PDF or hard copy. It can be sent electronically via email, FAX, or sent via U.S. mail. Electronic submission using Excel is the preferred method, but we realize that not all volunteers have this computer access.

Volunteer Name: Enter your legal name—as used on W-9 form submitted to Accounting

Home Address: Enter the physical address where you reside/park your vehicle.

Mailing Address: If different from Home Address, enter your address as submitted on W-9. This is where the reimbursement check will be sent.

Expense Month/Year: Enter the month and year the expenses were incurred.

RH01 01—Hunting, wildlife management, wildlife research, related admin, etc.

RF01 01—Fishing, fish management, fisheries research, related admin., etc.

RB01 01—Boating, waterway markers, boat safety, related admin and activities

AP01 01—Training activities

Enter a capital "X" in the column which most accurately describes the volunteer activity performed that day.

Day: Enter day of month the expense was incurred.

Meter Start: Enter your personal vehicle odometer reading at start of travel for authorized activities.

Meter Stop: Enter your personal vehicle odometer reading at the end of travel for authorized activities.

Total Miles: Enter your number of miles, to the nearest whole mile, traveled on behalf of CWF and VDGIF.

Point of Origin: Enter "Home" or name of other town or locality where you started your authorized travel.

Points of Travel on Assignment: Enter the names of towns or localities you traveled to in your volunteer activity. This may be one point, or multiple ones. If multiple, list the ones that took you the greatest distances from your point of origin that day.

Final Destination: Enter "Home" or the name of other town or locality where you ended your volunteer activity.

Name of Authorizing Coordinator if...: Enter name of Coordinator who pre-authorized you to travel beyond the routine 100 mile round-trip limit.

RH01 01, RF01 01, RB01 01, AP01 01 Total Miles: If using Excel version, these will be entered automatically. If using hard copy or PDF version, you will need to total your miles for each of the 4 categories of Project/Jobs, and the Grand Total Miles and enter here.

Amt. Reimbursement Request: If using Excel version, this will automatically calculate your reimbursement based on the current rate of **\$0.246 a mile**. If completed in hard copy or PDF version, you will need to perform the calculation and enter here. Round to the nearest whole cent.

Date Submitted: Enter the date you send to your assigned Coordinator.